

IV-D02 Organization Hierarchy (D02-D06)

These tables are used to establish an agency's internal organizational structure. The structure identified on these descriptor tables determines the levels where the agency chooses to capture costs.

The Organization Hierarchy Descriptor Table ID is **02** and is available on the Command **I.5 Agency Descriptor Tables** screen.

STRUCTURE

Each of the Organization Hierarchy Descriptor Tables is divided into two segments: the control key and informational elements. The control key segment for each organization structure contains the Descriptor Table Identification (ID), Organization Code, and Organization Hierarchy Codes.

The Organization Code is determined by the Userid. The Organization Hierarchy, entered by the agency, is defined as follows:

- Section - a two-digit code that represents the highest level of Organization Hierarchy within an organization.
- Sub-Section - a four-digit code that represents the second level of Organization Hierarchy within an organization. The first two digits of its coding structure contain the Section number.
- Unit - a six-digit code that represents the third level of Organization Hierarchy within an organization. The first four digits of its coding structure contain the Section and Sub-Section numbers respectively.
- Sub-Unit - an eight-digit code that represents the fourth level of Organization Hierarchy within an organization. The first six digits of its coding structure contain the Section, Sub-Section, and Unit numbers respectively.
- Sub-Sub-Unit - a ten-digit code that represents the fifth level of Organization Hierarchy within an organization. The first eight digits of its coding structure contain the Section, Sub-Section, Unit, and Sub-Unit numbers respectively.

Refer to the Organization Hierarchy example below:

- 10 Section 10
- 10 20 Section 10, Sub-Section 20
- 10 20 30 Section 10, Sub-Section 20, Unit 30
- 10 20 30 40 Section 10, Sub-Section 20, Unit 30, Sub-Unit 40
- 10 20 30 40 10 Section 10, Sub-Section 20, Unit 30, Sub-Unit 40, Sub-Sub-Unit 10

The informational elements segment for the Organization Hierarchy Descriptor Tables is the Title.

RELATIONSHIP TO OTHER TABLES

Upper level Organization Hierarchy codes must be established before lower levels are established. For example, Section 10 must be established before a Section 10, Sub-Section 10 can be created. Organization Hierarchy codes must be established before they are used in Index Code Table entries.

INPUT CODING

A listing of the fields contained on the Organization Hierarchy Entry screen and/or the activity reports are shown in Exhibit IV-D02-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Entry screen is keyed from the Organization Hierarchy Descriptor Table Entry form (CALSTARS 1.OH). The form, shown in Exhibit IV-D02-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/html/calstars/forms.htm>.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

ORGANIZATION HIERARCHY ENTRY SCREEN

The Entry screen is available through Command **I.5.02**. The screen, shown below, is used for the D02, D03, D04, D05 and D06 tables.

```

9999 I.5.02: Organization Hierarchy (D02-D06) Entry          99-99-9999 99:99 AM

Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

ORGANIZATION HIERARCHY

SECTION      (D02)> __
SUB-SECTION  (D03)> __
UNIT         (D04)> __
SUB-UNIT     (D05)> __
SUB-SUB-UNIT (D06)> __

TITLE        : _____

Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          List  Dfalt Bkwrđ Frwrđ Clear          Main

```

All Organization Hierarchy Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record) can be performed from the Entry screen.

To perform maintenance for a lower level hierarchy record, the higher level hierarchy fields must contain data. For example, the D02 Section and the D03 Sub-Section fields must be filled when establishing a D04 Unit.

ORGANIZATION HIERARCHY LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

An example of the screen is shown below.

```

9990 Organization Hierarchy (D02-D06) List                                03-08-2005 08:26 AM

Function: _ (P=Print Table)                                           Go to S/SS/U/SU/SSU: _ _ _ _ _
(R=Recall Maint/Print)                                             Display through this level: D06
Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)

  D02 D03 D04 D05 D06
F  S  SS  U  SU  SSU  TITLE
-  -  -  -  -  -  -----
_  10  10  20  10  30  OIL REFINERY TEAM
_  10  10  20  80  SACRAMENTO VALLEY DISTRICT - OTHER
_  10  10  30  NORTHEN SIERRA NEVADA DISTRICT
_  10  10  30  10  HIGH ALTITUDE PATROL
_  10  10  30  20  LAKE TAHOE PATROL
_  10  10  40  NC REGION SHMAT TEAM
_  10  10  90  NC ENFORCEMENT CHIEF
_  10  20  NC PARTICULATE MATTER DIVISION
_  10  20  10  NORTH COASTAL MOUNTAIN PARTICULATE INVESTIGATIONS
_  10  20  20  SACRAMENTO VALLEY PARTICULATE INVESTIGATIONS

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit                               Bkwrdr Frwrdr Clear                               Main

```

The list of records is displayed in Organization Hierarchy (OH) order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record for the agency. Otherwise, it will begin with the record shown when **F5** was pressed.

Initially all hierarchy levels are displayed. To conceal lower levels, key the lowest level to display in the 'Display through this level:' field and press **Enter**. To find a specific record, enter the code in the 'Go to S/SS/U/SU/SSU' field and press **Enter**.

If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order (by OH). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The Entry Screen:

Key an **A** in the Function field and the appropriate values in the OH and Title fields to Add a record to the Organization Hierarchy Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the Descriptor Table File. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen.

Note: Higher level OH records must be established before entering a related lower level record.

From The List Screen:

The **Add** function is not available on the List screen.

C=Change

Only the Title field can be changed in the Organization Hierarchy table. Modification to any other field requires the deletion of the original record and the addition of a new record.

From The Entry Screen:

To **C**hange a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate values in the OH field, and press **Enter** to **V**iew a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate values in the OH field, and press **Enter**.

Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the OH record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

D=DeleteFrom The Entry Screen:

To **D**elate a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**.
- (2) Key a **V** in the Function field, the appropriate values in the OH field, and press **Enter** to **V**iew a record. Key a **D** in the Function field, and press **Enter**.
- (3) Key a **D** in the Function field, the appropriate values in the OH field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. An example of the pop-up screen is shown below.

<p style="text-align: center;">A C T I O N C O N F I R M A T I O N</p> <p style="text-align: center;">Delete Descriptor Record</p> <p style="text-align: center;">Press PF4 to confirm; PF2 to cancel</p>

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Organization Hierarchy Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Organization Hierarchy Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or to return to the List screen.

N=Next

From The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

P=Print Table

The **P** function provides agencies the option of generating an electronic report file of the Organization Hierarchy Table Listing Report and/or printing the report. The report contains all OH table records at the hierarchy level requested.

From The Entry Screen Or The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```

Print/Report File Selection
Descriptor Table-Organization Hierarchy

DO_ Select the lowest organization level to display on the report
      (D02=S, D03=SS, D04=U, D05=SU, D06=SSU)

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI902.TBL-DOH.IQ.D2050308.T0847403
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI902.TBL-DOH.IQ.D2050308.T0847403
  O=Printer Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel

```

Key option **2, 3, 4, 5, or 6** to the right of 'D0' to specify the hierarchy level. The following five organization levels are available:

- ✧ D02 - Section only
- ✧ D03 – Section and Sub-Section
- ✧ D04 – Section, Sub-Section, and Unit
- ✧ D05 – Section, Sub-Section, Unit, and Sub-Unit
- ✧ D06 – All Organization Hierarchy levels

Key one of the following 3 options in the Destination field:

- ✧ **F** – Immediately generates an electronic report file of the Organization Hierarchy Table Listing Report (CSI9020n, where 0n represents the report number)
- ✧ **P** – Immediately generates an electronic report file (CSI9020n) and ROPES the Organization Hierarchy Table Listing Report (CSI9020n) to an agency printer
- ✧ **O** - ROPES the Organization Hierarchy Table Listing Report (CSB9020n), including the current day's maintenance, to an agency printer after overnight processing is completed

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

Note: To request a change to the printer/file destination or output media for a specific report, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance before it is processed. For the Organization Hierarchy Table, overnight print maintenance (option O) is the only maintenance that may be recalled.

From The Entry Screen Or The List Screen:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.

```
Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

- Remove the request to Print D02
- Remove the request to Print D03
- Remove the request to Print D06
- Remove the request to Print D12
- Remove the request to Print D42
- Remove the request to Print D43
*** End of Data ***

Press Enter to remove the request(s).
PF2          PF7  PF8
Retrn        Bkwrд Frwrд
```

Key a **Y** in the field to the left of the desired maintenance or print request, and press **Enter** to delete the request. A confirmation message is displayed at the bottom of the screen.

V=ViewFrom The Entry Screen:

Key a **V** in the Function field, the appropriate values in the OH fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W** function immediately prints a single record report (CSI9020n) and generates a single record report file from the Organization Hierarchy Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-DOH.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the OH field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Organization Hierarchy Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ★ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number in the field at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

NOTE: When table look-up assistance is used with the OH fields, the entire record is displayed when a selection is made.

- ★ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and Enter is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record is displayed, **F2** changes from **Next** to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F5=List—Displays the Organization Hierarchy List screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will not be used, enter a period (.) in the first position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

ORGANIZATION HIERARCHY DESCRIPTOR TABLES REPORTS

The following reports are system generated:

- ✧ Organization Descriptor Tables Activity Report (CSB901OH) - This report (sorted by Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit, Date, and Time) displays each transaction successfully entered on-line during the work day. It is produced during overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D02-3.
- ✧ Organization Descriptor Tables Upload Activity Report (CSB904OH) – This report (sorted by Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit, and Function) displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D02-3.

The following report is produced upon agency request:

- ✧ Organization Descriptor Tables Listing Report (CSB9020n/CSI9020n) - This report, where 0n represents the report number, is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on an OH screen. The report is displayed in Exhibit IV-D02-3.

CONTROL

The Organization Descriptor Tables (D02-D06) Activity Report (CSB901OH) and the Org Descriptor Tables (D02-D06) Upload Activity Report (CSB904OH) should be proofread to ensure that all maintenance was entered correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-D02-1
ORGANIZATION HIERARCHY DESCRIPTOR TABLES
(D02-D06) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>D02 SECTION:</u> (Organization Hierarchy Menu item)		
<u>Control Key:</u>		
DESCRIPTOR TABLE ID (D02)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Highest level of the agency's organization hierarchy)
<u>Informational Elements:</u>		
TITLE	50	Enter the Section title.
<u>D03 SUB-SECTION:</u> (Organization Hierarchy Menu item)		
<u>Control Key:</u>		
DESCRIPTOR TABLE ID (D03)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Must be defined in D02.)
SUB-SECTION (SS)	2	Enter the Sub-Section code. (Organization breakdown of the associated Section)
<u>Informational Elements:</u>		
TITLE	50	Enter the Sub-Section title.
<u>D04 UNIT:</u> (Organization Hierarchy Menu item)		
<u>Control Key:</u>		
DESCRIPTOR TABLE ID (D04)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Must be defined in D02.)
SUB-SECTION (SS)	2	Enter the Sub-Section code . (Must be defined in D03.)
UNIT (U)	2	Enter the Unit code. (Organization breakdown of the associated Sub-Section)
<u>Informational Elements:</u>		
TITLE	50	Enter the Unit title.

EXHIBIT IV-D02-1
ORGANIZATION HIERARCHY DESCRIPTOR TABLES
(D02-D06) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
D05 SUB-UNIT: (Organization Hierarchy Menu item)		
Control Key:		
DESCRIPTOR TABLE ID (D05)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Must be defined in D02.)
SUB-SECTION (SS)	2	Enter the Sub-Section code. (Must be defined in D03.)
UNIT (U)	2	Enter the Unit code. (Must be defined in D04.)
SUB-UNIT (SU)	2	Enter the Sub-Unit code. (Organization breakdown of the associated Unit)
Informational Elements:		
TITLE	50	Enter the Sub-Unit title.
D06 SUB-SUB-UNIT: (Organization Hierarchy Menu item)		
Control Key:		
DESCRIPTOR TABLE ID (D06)	2	The Descriptor Table ID is automatically set based on the organization hierarchy data entered.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
SECTION (S)	2	Enter the Section code. (Must be defined in D02.)
SUB-SECTION (SS)	2	Enter the Sub-Section code. (Must be defined in D03.)
UNIT (U)	2	Enter the Unit code. (Must be defined in D04.)
SUB-UNIT (SU)	2	Enter the Sub-Unit code. (Must be defined in D05.)
SUB-SUB-UNIT (SSU)	2	Enter the Sub-Sub-Unit code. (Organization breakdown of the associated Sub-Unit)
Informational Elements:		
TITLE	50	Enter the Sub-Sub-Unit title.

EXHIBIT IV-D02-1
 ORGANIZATION HIERARCHY DESCRIPTOR TABLES
 (D02-D06) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>The Fields Below Appear On The Entry Screen And/Or Reports:</u>		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered directly by the user.
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

CALSTARS 1.OH (revised 04-29-2005)	ORGANIZATION HIERARCHY DESCRIPTOR TABLES (D02-D06) ENTRY FORM	ORG: _____
PREPARED BY: _____	DATE: _____	ENTERED BY: _____
FUNCTION <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V=View, W=Print Record)		
ORGANIZATION HIERARCHY		
SECTION <input type="checkbox"/>	SUB-SECTION <input type="checkbox"/>	UNIT <input type="checkbox"/>
SUB-UNIT <input type="checkbox"/>	SUB-SUB-UNIT <input type="checkbox"/>	
TITLE <input style="width: 100%;" type="text"/>		
FUNCTION <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V=View, W=Print Record)		
ORGANIZATION HIERARCHY		
SECTION <input type="checkbox"/>	SUB-SECTION <input type="checkbox"/>	UNIT <input type="checkbox"/>
SUB-UNIT <input type="checkbox"/>	SUB-SUB-UNIT <input type="checkbox"/>	
TITLE <input style="width: 100%;" type="text"/>		
FUNCTION <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V=View, W=Print Record)		
ORGANIZATION HIERARCHY		
SECTION <input type="checkbox"/>	SUB-SECTION <input type="checkbox"/>	UNIT <input type="checkbox"/>
SUB-UNIT <input type="checkbox"/>	SUB-SUB-UNIT <input type="checkbox"/>	
TITLE <input style="width: 100%;" type="text"/>		
FUNCTION <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V=View, W=Print Record)		
ORGANIZATION HIERARCHY		
SECTION <input type="checkbox"/>	SUB-SECTION <input type="checkbox"/>	UNIT <input type="checkbox"/>
SUB-UNIT <input type="checkbox"/>	SUB-SUB-UNIT <input type="checkbox"/>	
TITLE <input style="width: 100%;" type="text"/>		
REPORT DESTINATION IF P=PRINT TABLE FUNCTION SELECTED <input type="checkbox"/> (F=Report File only, P=Printer Output and Report File) (O=Overnight Printer Output)		

EXHIBIT IV-D02-3

CSB9010H *****										DEPARTMENT OF AIR QUALITY										*****										ORG NUMBER: 9990	
										CALSTARS ORGANIZATION DESCRIPTOR TABLES (D02-D06) ACTIVITY REPORT																				ORG PAGE: 1	
04/20/2004 (17:58) *****																														RUN PAGE: 1	
D02	D03	D04	D05	D06						----- TRANSACTION -----																					
S	SS	U	SU	SSU	F	TBL	TITLE					DATE					TIME					USERID									
--	--	--	--	--	-	--	-----					-----					-----					-----									
																														ERROR MESSAGES	

10	10	20	10		C	05	GROSS POLLUTER TASK FORCE					04-20-2004					01:30:00 PM					CSAQABC									
10	10	20	10	10	A	06	POWER PLANT GENERATOR TEAM					04-20-2004					01:30:20 PM					CSAQABC									
10	10	20	10	20	A	06	CHEMICAL MANUFACTURER TEAM					04-20-2004					01:30:40 PM					CSAQABC									
10	10	20	10	30	A	06	OIL REFINERY TEAM					04-20-2004					01:31:02 PM					CSAQABC									
10	20	80	10		C	05	SACRAMENTO PARTICULATE LABORATORY					04-20-2004					04:31:04 PM					CSAQABC									
90	90				C	03	ADMINISTRATION					04-20-2004					04:31:15 PM					CSAQABC									
90	90	81			A	04	CAPITOL OUTLAY - MINOR					04-20-2004					11:30:53 AM					CSAQQQQ									
90	90	81			C	04	CAPITAL OUTLAY - MINOR					04-20-2004					01:29:05 PM					CSAQABC									

CSB90202 *****	DEPARTMENT OF AIR QUALITY	*****	ORG NUMBER:	9990
	CALSTARS	ORG DESC TBLs SECTION LEVEL ONLY (D02) LISTING	REPORT	ORG PAGE: 1
04/20/2004 (17:58) *****				RUN PAGE: 1
D02				
S	TITLE	LP DATE		
--	-----	-----		
10	NORTHERN CALIFORNIA REGION	04-01-1990		
20	CENTRAL CALIFORNIA REGION	04-01-1990		
30	SOUTHERN CALIFORNIA REGION	04-01-1990		
90	HEADQUARTERS	04-01-1990		

CSB90203 *****		DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990
		CALSTARS	ORG DESC	TBLS THRU	SUB-SECTION (D02-D03)	LISTING	REPORT
						ORG PAGE:	1
04/20/2004 (17:58) *****						RUN PAGE:	1
D02	D03						
S	SS	TITLE		LP DATE			
--	--	-----		-----			
10		NORTHERN CALIFORNIA REGION		04-01-1990			
10	10	NC ENFORCEMENT DIVISION		04-01-1990			
10	20	NC PARTICULATE MATTER DIVISION		04-01-1990			
10	30	NC HYDROCARBON DIVISION		04-01-1990			
10	40	NC OTHER GASES DIVISION		04-01-1990			
10	90	NC REGIONAL ADMINISTRATION		04-01-1990			
20		CENTRAL CALIFORNIA REGION		04-01-1990			
20	10	CC ENFORCEMENT DIVISION		04-01-1990			
20	20	CC PARTICULATE MATTER DIVISION		04-01-1990			
20	30	CC HYDROCARBON DIVISION		04-01-1990			
20	40	CC OTHER GASES DIVISION		04-01-1990			
20	90	CC REGIONAL ADMINISTRATION		04-01-1990			
30		SOUTHERN CALIFORNIA REGION		04-01-1990			
30	10	SC ENFORCEMENT DIVISION		04-01-1990			

EXHIBIT IV-D02-3 (Continued)

CSB90204 *****				DEPARTMENT OF AIR QUALITY				*****				ORG NUMBER:	9990
				CALSTARS								ORG PAGE:	1
04/20/2004 (17:58) *****				ORG DESC TBLS THRU UNIT LVL (D02-D04) LISTING				REPORT				RUN PAGE:	1
D02	D03	D04											
S	SS	U		TITLE				LP DATE					
--	--	--		-----				-----					
10				NORTHERN CALIFORNIA REGION				04-01-1990					
10	10			NC ENFORCEMENT DIVISION				04-01-1990					
10	10	10		NORTH COASTAL MOUNTAIN DISTRICT				04-01-1990					
10	10	20		SACRAMENTO VALLEY DISTRICT				04-01-1990					
10	10	30		NORTHERN SIERRA NEVADA DISTRICT				04-01-1990					
10	10	40		NC REGION SHMAT TEAM				04-01-1990					
10	10	90		NC ENFORCEMENT CHIEF				04-01-1990					
10	20			NC PARTICULATE MATTER DIVISION				04-01-1990					
10	20	10		NORTH COASTAL MOUNTAIN PARTICULATE INVESTIGATIONS				04-01-1990					
10	20	20		SACRAMENTO VALLEY PARTICULATE INVESTIGATIONS				04-01-1990					
10	20	30		NORTHERN SIERRA NEVADA PARTICULATE INVESTIGATIONS				04-01-1990					
10	20	80		PARTICULATE LABORATORY SERVICES				04-01-1990					
10	20	90		PARTICULATE LABORATORY SERVICES MANAGER				04-01-1990					

CSB90205 *****				DEPARTMENT OF AIR QUALITY				*****				ORG NUMBER:	9990
				CALSTARS								ORG PAGE:	1
04/20/2004 (17:58) *****				ORG DESC TBLS THRU SUB-UNIT LVL (D02-D05) LISTING				REPORT				RUN PAGE:	1
D02	D03	D04	D05										
S	SS	U	SU	TITLE				LP DATE					
--	--	--	--	-----				-----					
10				NORTHERN CALIFORNIA REGION				04-01-1990					
10	10			NC ENFORCEMENT DIVISION				04-01-1990					
10	10	10		NORTH COASTAL MOUNTAIN DISTRICT				04-01-1990					
10	10	20		SACRAMENTO VALLEY DISTRICT				04-01-1990					
10	10	20	10	GROSS POLLUTER TASK FORCE				04-20-2004					
10	10	20	80	SACRAMENTO VALLEY DISTRICT - OTHER				04-01-1990					
10	10	30		NORTHERN SIERRA NEVADA DISTRICT				04-01-1990					
10	10	30	10	HIGH ALTITUDE PATROL				04-01-1990					
10	10	30	20	LAKE TAHOE PATROL				04-01-1990					
10	10	40		NC REGION SHMAT TEAM				04-01-1990					
10	10	90		NC ENFORCEMENT CHIEF				04-01-1990					
10	20			NC PARTICULATE MATTER DIVISION				04-01-1990					
10	20	10		NORTH COASTAL MOUNTAIN PARTICULATE INVESTIGATIONS				04-01-1990					
10	20	20		SACRAMENTO VALLEY PARTICULATE INVESTIGATIONS				04-01-1990					
10	20	30		NORTHERN SIERRA NEVADA PARTICULATE INVESTIGATIONS				04-01-1990					
10	20	80		PARTICULATE LABORATORY SERVICES				04-01-1990					
10	20	80	10	SACRAMENTO PARTICULATE LABORATORY				04-20-2004					
10	20	80	20	LAKE TAHOE PARTICULATE LABORATORY				04-01-1990					
10	20	80	30	REDDING PARTICULATE LABORATORY				04-01-1990					
10	20	80	40	PITTSBURG PARTICULATE LABORATORY				04-15-1995					

EXHIBIT IV-D02-3 (Continued)

CSB90206 *****					DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990
					CALSTARS				ORG PAGE:	1
04/20/2004 (17:58) *****					ORG DESC TBLs THRU SUB-SUB-UNIT (D02-D06) LISTING REPORT				RUN PAGE:	1
D02	D03	D04	D05	D06						
S	SS	U	SU	SSU	TITLE		LP DATE			
--	--	--	--	--	-----		-----			
10					NORTHERN CALIFORNIA REGION		04-01-1990			
10	10				NC ENFORCEMENT DIVISION		04-01-1990			
10	10	10			NORTH COASTAL MOUNTAIN DISTRICT		04-01-1990			
10	10	20			SACRAMENTO VALLEY DISTRICT		04-01-1990			
10	10	20	10		GROSS POLLUTER TASK FORCE		04-20-2004			
10	10	20	10	10	POWER PLANT GENERATOR TEAM		04-20-2004			
10	10	20	10	20	CHEMICAL MANUFACTURER TEAM		04-20-2004			
10	10	20	10	30	OIL REFINERY TEAM		04-20-2004			
10	10	20	80		SACRAMENTO VALLEY DISTRICT - OTHER		04-01-1990			
10	10	30			NORTHERN SIERRA NEVADA DISTRICT		04-01-1990			
10	10	30	10		HIGH ALTITUDE PATROL		04-01-1990			
10	10	30	20		LAKE TAHOE PATROL		04-01-1990			
10	10	40			NC REGION SHMAT TEAM		04-01-1990			
10	10	90			NC ENFORCEMENT CHIEF		04-01-1990			
10	20				NC PARTICULATE MATTER DIVISION		04-01-1990			
10	20	10			NORTH COASTAL MOUNTAIN PARTICULATE INVESTIGATIONS		04-01-1990			
10	20	20			SACRAMENTO VALLEY PARTICULATE INVESTIGATIONS		04-01-1990			
10	20	30			NORTHERN SIERRA NEVADA PARTICULATE INVESTIGATIONS		04-01-1990			

CSB9040H *****					DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990
					CALSTARS				ORG PAGE:	1
04/20/2004 (17:58) *****					ORG DESCRIPTOR TABLES (D02-D06) UPLOAD ACTIVITY		REPORT		RUN PAGE:	1
D02	D03	D04	D05	D06			----- TRANSACTION -----			
S	SS	U	SU	SSU	F	TBL	TITLE		DATE	TIME
--	--	--	--	--	-	--	-----		USERID	
									ERROR MESSAGES	

10	10	20	10		C	05	GROSS POLLUTERS TASK FORCE		04-20-2004	05:58:00 PM
10	10	20	10	10	A	06	POWER PLANT GENERATOR TEAM			
									M08 REC ALREADY EXISTS	
10	10	20	10	20	A	06	CHEMICAL MANUFACTURER TEAM			
									M08 REC ALREADY EXISTS	
10	10	20	10	30	A	06	OIL REFINERY TEAM			
									M08 REC ALREADY EXISTS	
10	20	80	10		C	05	SACRAMENTO PARTICULATE LABORATORY		04-20-2004	05:58:00 PM
90	90				C	03	ADMINISTRATION			
									M10 NO CHNG MADE TO REC	
90	90	81			A	04	CAPITOL OUTLAY - MINOR			
									M08 REC ALREADY EXISTS	
90	90	81			C	04	CAPITAL OUTLAY - MINOR			
									M10 NO CHNG MADE TO REC	